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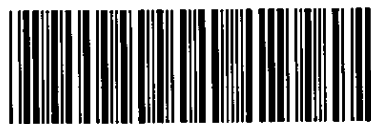
Scotland

1 Office Equipment Ltd

Unaudited Abbreviated Report and Financial Statements

For the year ended 31 March 2010

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1 Office Equipment Ltd
Accountants' Report
For the year ended 31 March 2010

As described in the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2010 and you consider that the company is exempt from an audit As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended year ended 31 March 2010 and you consider that the company is exempt from an audit under the Companies Act 2006. In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Han & Co

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Han & Co
61 Scott Street
Dundee
DD2 2BA

Dated: 22 December 2010

1 Office Equipment Ltd
Abbreviated Balance Sheet
As at 31 March 2010

	Notes	2010 £	2009 £
Fixed assets			
Tangible assets	2	47,373	56,673
		<u>47,373</u>	<u>56,673</u>
Current assets			
Stocks		39,367	47,995
Debtors		154,541	161,859
Cash at bank and in hand		85,982	27,636
		<u>279,890</u>	<u>237,490</u>
Creditors: amounts falling due within one year		(220,452)	(184,050)
Net current assets		<u>59,438</u>	<u>53,440</u>
Total assets less current liabilities		<u>106,811</u>	<u>110,113</u>
Creditors: amounts falling due after more than one year		(2,383)	(7,518)
Net assets		<u>104,428</u>	<u>102,595</u>
Capital and reserves			
Called up share capital	3	1,002	1,002
Profit and loss account		103,426	101,593
Shareholders funds		<u>104,428</u>	<u>102,595</u>

For the year ended 31 March 2010 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These abbreviated accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies.

Brian Kidd
Director

Date approved by the board: 22 December 2010

1 Office Equipment Ltd
Notes to the Abbreviated Financial Statements
For the year ended 31 March 2010

1 Accounting Policies

Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

Operating lease rentals

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Finance lease and hire purchase charges

The finance element of the rental payment is charged to the profit and loss account on a straight line basis.

Dividends

Proposed dividends are only included as liabilities in the financial statements when their payment has been approved by the shareholders prior to the balance sheet date.

Tangible fixed assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Plant and Machinery	15	Reducing balance
Motor Vehicles	25	Reducing balance
Fixtures and Fittings	15	Reducing balance

No depreciation is provided on the company's freehold properties since in the opinion of the directors the expected useful lives are sufficiently long and the estimated residual values are sufficiently high that any such depreciation would be immaterial. The directors undertake an annual impairment review of these properties.

Assets on finance lease and hire purchase

Assets held under finance lease or hire purchase contracts i.e. those contracts where substantially all the risks and rewards of ownership have passed to the company, are included in the appropriate category of tangible fixed assets and depreciated over the shorter of the lease term and their estimated expected useful lives.

Future obligations under such contracts are included in creditors net of the finance charge allocated to future periods.

Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1 Office Equipment Ltd
Notes to the Abbreviated Financial Statements
For the year ended 31 March 2010

2 Tangible fixed assets

	Tangible fixed assets
Cost or valuation	£
At 01 April 2009	109,122
At 31 March 2010	<u>109,122</u>
Depreciation	
At 01 April 2009	52,449
Charge for year	9,300
At 31 March 2010	<u>61,749</u>
Net book values	
At 31 March 2010	<u>47,373</u>
At 31 March 2009	<u>56,673</u>

3 Share capital

	2010	2009
Allotted called up and fully paid	£	£
1,002 Class A shares of £1 each	1,002	1,002
	<u>1,002</u>	<u>1,002</u>